

adm - 6.2.6

DDSM-4477-68
20 November 1968

25X1A

MEMORANDUM FOR: Mrs. [REDACTED]
THROUGH : Mr. [REDACTED]
SUBJECT : Routing of OEL Correspondence Through
O/DD/S&T/Personnel

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1. I have discussed with [REDACTED] the matter of OEL-originated correspondence which is to be routed through O/DD/S&T/Personnel. We specifically discussed the following items:

- a. Recommendation for QSI
- b. Requests for Maternity Leave
- c. Requests for INOP of less than 30 days
- d. Requests for advance Sick Leave
- e. Request for leave for jury duty

2. Of the above items only the Recommendations for QSI should be routed through O/DD/S&T/Personnel. Please remove us from the distribution on items b through e.

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[REDACTED]
Personnel Officer
O/DD/S&T

Distribution:

- Orig & 1 - Addressee
- 2 - DD/S&T Registry
- 2 - AS/DD/S&T (w/d)
- 1 - Chrono (w/d)

DD/S&T
FILE COPY